

Change Organization Assignments (for a position)

Update a position's funding source, budget information, authorized percent and other attributes using the **Change Organization Assignments** task in Workday. These attributes are stored in Workday as organizations and used for reporting.

The Change Organization Assignments task is also completed as part of the Create Position and Edit Position Restrictions business processes but is also used to update the position information as needed.

NOTE: RSTARS budget/finance codes should be obtained from your designated Budget and Finance Partner.

The procedure to complete the Change Organization Assignments task follows.

Procedure:

1. Type the Supervisory Organization in the Search Field.

2. Click the **Search**  icon.

Search Results



3. Click the Supervisory Organization hyperlink.

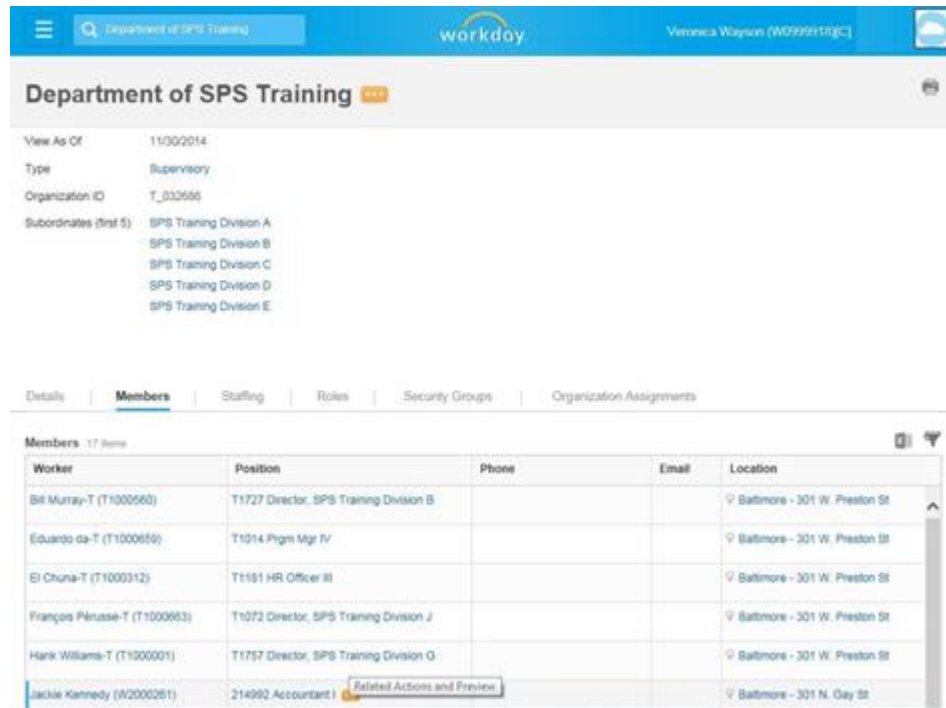


Supervisory Organization Details

The screenshot shows the Workday interface for the 'Department of SPS Training'. The top navigation bar includes a search bar with 'Department of SPS Training', the Workday logo, and a user profile for Veronica Wayson. The main content area displays details for a Supervisory position (Type: Supervisory, Organization ID: T_032686). A list of subordinates is shown, including SPS Training Division A through E. Below this, a tabbed interface allows switching between 'Details', 'Members', 'Staffing', 'Roles', 'Security Groups', and 'Organization Assignments'. The 'Details' tab is currently selected, showing fields for Availability Date, Type, Subtype, Visibility, and a list of subordinates (SPS Training Division A through I).

4. Identify the position you want to update. Click the Members tab to update a filled position or Staffing tab to update an unfilled position.

Organization Members

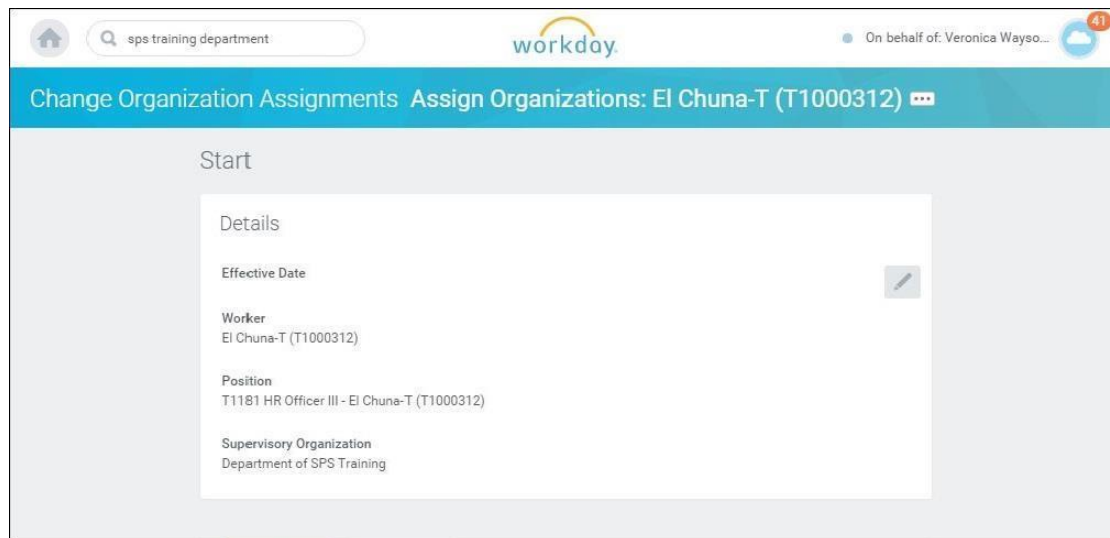


The screenshot shows the 'Department of SPS Training' page in Workday. The page includes a search bar, a user profile for Veronica Wayson, and a list of subordinates. The 'Members' tab is selected, displaying a table with columns: Worker, Position, Phone, Email, and Location. A 'Related Actions and Preview' icon is visible next to the last row.

Worker	Position	Phone	Email	Location
Bill Murray-T (T1000660)	T1727 Director, SPS Training Division B			Baltimore - 301 W. Preston St
Eduardo da-T (T1000659)	T1014 Prgm Mgr IV			Baltimore - 301 W. Preston St
El Chuna-T (T1000312)	T1181 HR Officer III			Baltimore - 301 W. Preston St
François Pérusse-T (T1000653)	T1072 Director, SPS Training Division J			Baltimore - 301 W. Preston St
Hank Williams-T (T1000001)	T1757 Director, SPS Training Division G			Baltimore - 301 W. Preston St
Jackie Kennedy (A2000261)	214992 Accountant I			Baltimore - 301 N. Gay St

- Find the position you want to update and then click the Related Actions and Preview icon next to the position.
- In the menu, hover over Organization and click Change Organization Assignments.

Change Organization Assignments

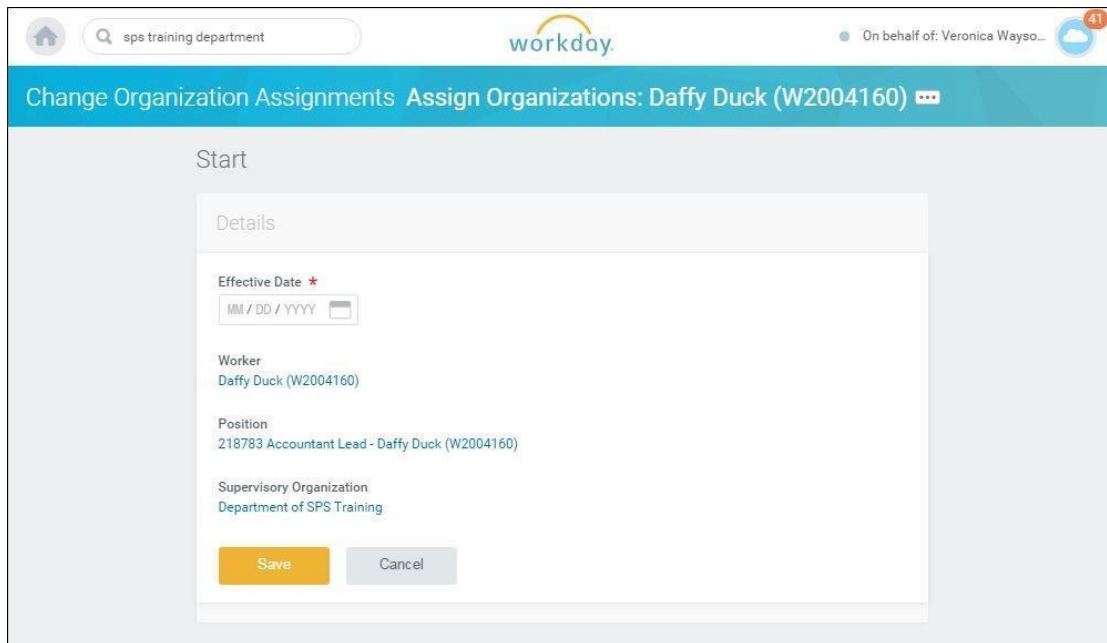


The screenshot shows the 'Change Organization Assignments' page in Workday. The page includes a search bar, a user profile for Veronica Wayson, and a 'Start' section with a 'Details' tab. The 'Details' tab shows the following information:

- Effective Date
- Worker: El Chuna-T (T1000312)
- Position: T1181 HR Officer III - El Chuna-T (T1000312)
- Supervisory Organization: Department of SPS Training

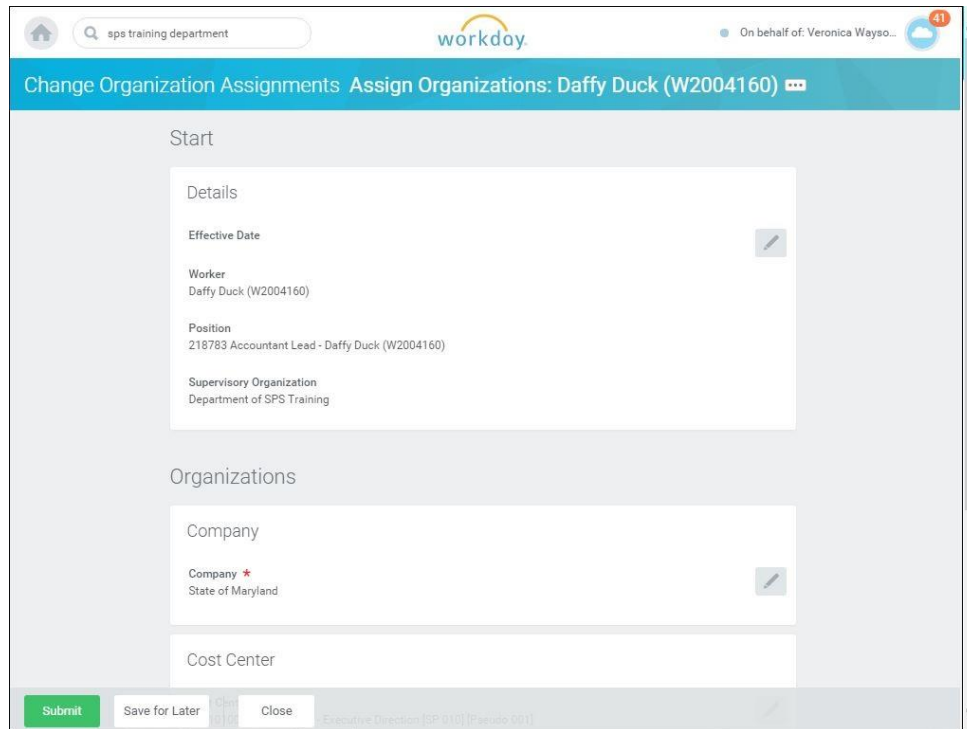
- Use the Edit icon to access the Effective Date field.


Change Organization Assignments



8. Use the Calendar  icon to set the Effective Date.
9. Click the **Save**  button.

Inbox



10. Select the Edit  icon in each Organizational field to update one or more of the following fields:

Field Name	Description	Values
Company	Required. This is company name.	Enter Value in Company. Example: State of Maryland
Cost Center	Required. Used for position budget reporting. They are a fifteen-digit number that combine the agency code, program, sub-program, and pseudo code used in the State of Maryland Appropriation/Budgetary Codes. This field should be completed for all Positions and will default with a value.	Enter value in Cost Center . Example: 112233445566778
Fund	Required. Used to designate the primary funding type for the Position. This field should be completed for all Positions and will default with a value.	Enter value in Fund. Example: 01 General
Appointment	Optional. Used to designate if the Position is a Special Appointment or Political Special Appointment. This field should only be completed if the Position is either of these values.	Enter value in Appointment . Example: Special Appointment
Authorized By	Required. Used to designate who authorized the creation of the Position. This field should be completed for all Positions.	Enter value in Authorized By . Example: 01 General Assembly



Field Name	Description	Values
Background Check	Optional. Used to designate if the Position requires a background check. This field should only be completed when the Position requires a background check according to the law or as approved by DBM.	Enter value in Background Check . Example: Background Check Required
Bargaining Status	Required. Used to designate if the Position participates in bargaining or not. This field should be completed for all Positions.	Enter value in Bargaining Status . Example: Yes or No
Budget Status	Required. Used to designate if the Position is budgeted through Position Control. This field should be completed for all Positions.	Enter value in Budget Status . Example: Budgeted Position
Check Distribution Code	Optional. Used to designate the Check Distribution Code. This field is optional depending on whether the Agency utilizes Check Distribution Codes.	Enter value in Check Distribution Code . Example: 001
Compressed Work Week	Optional. Used to designate if the Position is eligible for a Compressed Work Week. This field should only be completed is the Position is eligible for a Compressed Work Week	Enter value in Compressed Work Week . Example: Eligible for Compressed Work Week
Drug Sensitive	Optional. Used to designate if the Position requires a drug screen according to the personnel drug testing regulations. This field should only be completed when the Position requires a drug screen.	Enter value in Drug Sensitive . Example: Drug Sensitive Designation
Essential Personnel	Optional. Used to designate if the Position is identified as an essential worker. This field should only be completed when the Position is essential.	Enter value in Essential Personnel . Example: Essential Personnel
High Risk Job	Optional. Used to designate if the Position is identified as high risk. This field should only be completed when the Position is high risk	Enter value in High Risk Job . Example: High Risk Job
Retirement System	Required. Used to designate the Retirement System associated with the Position. This field should be completed for all Positions.	Enter value in Retirement System . Example: 00 Not Eligible
Telework	Optional. Used to designate if the Position is eligible for a Telework. This field should only be completed is the Position is eligible for Telework.	Enter value in Telework . Example: Eligible for Telework
RSTARS Financial Agency	Required. Used to identify the RSTARS Financial Agency code. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Financial Agency . Example: B75

Field Name	Description	Values
RSTARS Subprograms	Required. Used to identify the RSTARS Subprogram. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Subprograms . Example: 7510
RSTARS Unit	Required. Used to identify the RSTARS Unit. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Unit . Example: B75801
RSTARS Program	Required. Used to identify the RSTARS Program. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Unit . Example: 00
Authorized %	Required. Used to designate the headcount authorized for the Position. This field should be completed for all Positions.	Enter value in Authorized % Example: 100



Information: Note: If you do not have RSTARS budget codes at the time you complete this page, they can be entered later by searching for the position and using the related actions for the position. Select Organizations and then Change Organization Assignments.

11. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time

12. Click the **Done**  button.

13. The System Task is complete.